

**GENERAL ORDER 82.2.4**

**Records Retention Schedule**

**GENERAL ORDER CROSS-REFERENCE: 82.6.1**

**SUMMARY**

Establishes a procedure for the retention and destruction of police records and files.

**DISCUSSION**

None.

**POLICY**

**I**

The Investigations & Records Division is responsible for the destruction of all records maintained in the records unit. The records shall be kept in accordance with the Oregon State Archives retention schedule.

**II**

All internal investigation reports, copies and originals of police reports, police logs, computer printouts, criminal histories, traffic cites and warning cites shall be destroyed by shredding.

Minutes from meetings, outdated ordinance books, memos and miscellaneous paperwork can be destroyed by normal means.

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Richard L. Lewis  
Chief of Police